

## DOCUMENT RESUME

ED 124 905

95°

CS 002 751

TITLE Adult Performance Level Related Educational Products Developed by Section 309 Special Projects.

INSTITUTION Bureau of Occupational and Adult Education (DHEW/OE), Washington, D.C. Div. of Adult Education.

PUB DATE Oct 75

NOTE 9p.

EDRS PRICE MF-\$0.83 HC-\$1.67 Plus Postage.

DESCRIPTORS \*Adult Basic Education; Careers; \*English (Second Language); \*Functional Reading; \*High School Equivalency Programs; \*Job Skills; \*Learning Activities; Reading Materials

IDENTIFIERS \*Adult Performance Level; APL

## ABSTRACT

This booklet describes educational materials (developed by special projects funded under Section 309 of the Adult Education Act) which may be especially useful to adult education programs that are being developed around Adult Performance Level objectives. The products listed may be utilized or adapted by teachers without requiring special training and are free or of minimal cost to adult education programs. Some of the product titles are "Career Decision-Making Guide," "Occupationally Related Instructional Packets," and "Learning Activity Packages" which cover the areas of community resources, consumer education, government and law, health and safety, occupational information, and transportation. (MKM)

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ADULT PERFORMANCE LEVEL RELATED  
EDUCATIONAL PRODUCTS DEVELOPED  
BY SECTION 309 SPECIAL PROJECTS

DIVISION OF ADULT EDUCATION  
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION  
U. S. OFFICE OF EDUCATION

OCTOBER 1975

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## INTRODUCTION

The purpose of this booklet is to describe educational products developed by special projects funded under Section 309 of the Adult Education Act which may prove especially useful to adult education programs that are being developed around Adult Performance Level objectives.

The projects identified have developed materials that are readily available, that may be utilized or adapted without requiring special training, and that are free or of minimal cost to adult education programs.

Another project was funded to develop a system of instruction that may be useful to APL related efforts. The Life Skills Program developed by Dr. Winthrop Adkins of Teachers College, Columbia University, includes complete sets of instructional materials in Career Education and Employability Skills and a training workshop for instructors. For further information contact:

Dr. Winthrop Adkins  
Teachers College  
Columbia University  
Division of Health Services, Science and Education  
525 West 120th Street  
New York, New York 10027  
Phone: (212) 678-3181

PRODUCT:

Career Decision-Making Guide was developed to help adults make realistic career decisions based on their personal value systems. The guide contains a career decision-making chart, counseling techniques, annotated bibliography on occupational materials and a list of tests. 57 pages.

DISSEMINATOR:

Dr. James Mason  
Adult Learning Center  
2627 Hall Avenue, N. W.  
Huntsville, Alabama 35805  
Phone: (205) 536-5328 or 534-7639

POTENTIAL USERS:

Designed for use by Adult Basic Education teachers.

AVAILABILITY:

A limited number of copies are available free. Other copies are available at cost (approximately \$2.00 per copy, depending on demand).

PRODUCT:

Occupationally Related Instructional Packets are materials developed to meet occupational information needs of municipal government, health service, construction and manufacturing employees. General occupational areas are also covered. Subject areas include measurement, equipment, safety and forms, charts, graphs and labels related to specific jobs. Developed by the Bureau of Adult and Continuing Education, packets also include techniques needed to develop additional teaching materials which relate to jobs in the user's own community.

DISSEMINATORS:

Mrs. LaVerne Knotts  
Louisiana Department of Education  
P.O. Box 44064, Capitol Station  
Baton Rouge, Louisiana 70804  
Phone: (504) 389-5806

or

Mr. Robert Arceneaux  
Vocational School  
P.O. Box 2158  
Lafayette, Louisiana 70501  
Phone: (318) 232-3849

POTENTIAL USERS:

ABE teachers can use the packets to relate education programs to academic skills of employed participants. Supervisors can use them to assist in the development of programs in cooperation with local business and industry.

AVAILABILITY:

Packets will be available at no charge in early December, 1975.

PRODUCT:

Project ERA/COPE Learning Activity Packages are learning modules developed around APL objectives from all Knowledge Areas. Each of the packages includes a listing of general and specific objectives, a teaching strategy, materials identification and evaluation indicators. Stories, dialogues, vocabulary and computational exercises (if applicable), comprehension and grammatical exercises, games or puzzles make up the instructional component of the packages. Packages average 20-30 pages each.

DISSEMINATOR:

Dr. Mary Mulvey  
Providence Adult Education  
Providence School Department  
396 Smith Street  
Providence, Rhode Island 02908  
Phone: (401) 272-4900

POTENTIAL USERS:

Designed for use by Adult Basic Education and ESL teachers.

AVAILABILITY:

Packages are available for \$.50 per copy (stapled) and \$1.00 per copy (bound). Orders of 60 packages or more are \$.40 per copy (stapled) and \$.80 per copy (bound). See attached listings and order form.

# LEARNING ACTIVITY PACKAGES: APPROXIMATE LEVELS

## ESL 1 (BEGINNER)

The Adult Learning Center  
Banking Your Money  
Clothing: Identifying Articles  
Coughs and Colds  
Dentist  
Drugstore  
Electrical Appliances  
Fire Department  
Foods and Household Items  
Kitchen Know-How  
Money, Money  
Parts of the Body  
Police Department, Your  
Rooms and Furniture  
Safety in the Home  
Signs of the Times  
Tools  
Weather

## ESL 2 (INTERMEDIATE)

Airport  
Buying Used Furniture  
Carpentry  
Finding a Job  
First Aid  
Fixing Your Car  
Go By Bus  
Holidays  
Housing  
Immunization  
Keeping Clothes Clean  
Outside an Apartment  
Painting  
Post Office  
Restaurants  
Saving Energy in Your Home  
Saving Gasoline  
Small Claims Court  
Social Security  
Telephone  
Understanding Your Paycheck  
Your Yearly Checkup

## ESL 3 (ADVANCED)

A Balanced Meal  
Buying a Car  
Buying by Mail  
Car Insurance  
Comparative Shopping  
Electronics  
Entertainment  
Food Stamps  
Getting around Your City  
Getting Your Citizenship  
Getting Your Driver's License  
Health Insurance  
Heart Attack  
How To Use the Library  
How To Vote  
It's Sew Easy  
Personal Hygiene  
Providence Health Centers  
Public School System  
Reading Your Newspaper  
Simple Plumbing Repairs  
Smoking  
Understanding Your Utility Bills  
Unions  
Your 1040A Form

## ABE/HSE (some also listed under ESL)

Banking Your Money  
Food Stamps  
Getting Your Driver's License  
Health Security Program  
Heart Attack  
How To Use the Dictionary  
How To Use the Library  
Planning Your Career  
Providence Health Centers  
Public School Department  
Reading Your Newspaper  
Recreation Areas  
Saving Energy in Your Home  
Saving Gasoline  
Smoking  
Understanding Your Paycheck  
Understanding Your Utility Bills  
Unions  
Writing a Will

NOTE: All materials may be easily adapted to the levels of ESL or ABE students involved.

# ALPHABETICAL LISTING OF LEARNING ACTIVITY PACKAGES BY AREA (OCT. 1975)

PROVIDENCE ADULT EDUCATION \* 396 SMITH STREET \* PROVIDENCE, R.I. 02908  
DR. MARY C. MULVEY, SUPERVISOR

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MARY C. MULVEY, Ed.D.  
SUPERVISOR

## ADULT EDUCATION DEPARTMENT

PROVIDENCE PUBLIC SCHOOLS

396 SMITH STREET • PROVIDENCE, RHODE ISLAND 02908

AREA CODE 401 • 272-4900, EXT. 241-242

Dear

Enclosed please find a sample copy of the Learning Activity Packages developed by Adult Basic Education along the guidelines of the Adult Performance Level Study of the University of Texas. These LAPs are written on several different levels suitable for Adult Basic Education, High School Equivalency, and English as a Second Language students, and can be adapted to fit the needs of your program. Each package contains dialogues and/or reading selections, comprehension and grammatical exercises, vocabulary, computational exercises (if applicable) and games or puzzles.

We regret that we are unable to send you a complimentary set; however, we are enclosing an up-to-date list of available Learning Activity Packages so that you may order those most useful to your program.

The LAPs are available at 50¢ per copy (stapled) and \$1.00 per copy (bound) to cover production and postage costs. Please use the order form below when requesting additional copies.

Thank you for your interest in Adult Basic Education.

Sincerely,

Mary C. Mulvey, Ed.D.  
Supervisor, Adult Education

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Name \_\_\_\_\_

Agency \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Titles requested	No. of copies	S=Stapled	Total
		B=Bound	
_____	_____	_____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Order			\$ _____

Please make checks payable to Adult Basic Education. Use Additional sheets if required.